

**TRANSPORTATION CUSTOMER REPRESENTATIVE
FIELD EXAMINER
RHINELANDER (ONEIDA COUNTY)
JOB ANNOUNCEMENT CODE: 06-03120**

Do you enjoy customer service oriented work? The Department of Transportation, Division of Motor Vehicles has a full time position available in our Rhinelander Office for a Transportation Customer Representative Field Examiner. This position is part of a traveling team that is responsible for services to other locations in Oneida County, therefore travel is required.

Pay Schedule/Range: This position is in the Wisconsin Law Enforcement Bargaining Unit, 36-13. Pay will be determined according to the WLEA contract. Starting pay is \$15.478 per hour. A twelve-month probationary period may be required.

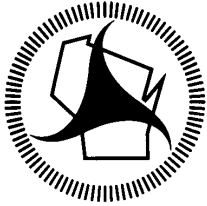
Job Duties: Perform vehicle safety checks; conduct driving skills tests for automobiles, motorcycles, school buses, commercial vehicles, and evaluate drivers ability to perform control of the vehicle; determine and collect fees; create and update computer records of licensed drivers and registered vehicles; issue instruction permits and driver licenses, vehicle registrations, titles and license plates; determine licensing and/or registration needs of the public; determine proper applications and forms, assist in their completion and review forms for compliance with legal requirements; administer traffic law and sign recognition tests; take photos of driver license applicants.

Special Notes: Prior to any appointments for positions filled from this announcement, candidates may be subject to a comprehensive background check, which may include fingerprinting.

Job Knowledge, Skills and Abilities: Knowledge of traffic laws and regulations, safe driving practices and techniques; ability to read, analyze and comprehend laws, operation of motor vehicles and the licensing of drivers; basic mathematical computations; cash handling skills; customer service and human relations skills; written and verbal communication skills; keyboarding skills on a computer video display station; effective leadership skills; and ability to analyze and solve problems.

How to Apply:

You must complete the materials in this application/examination packet in order to be considered for this position available on the next pages of this document. You may also obtain the materials by calling the DOT request line at (608) 267-4593 or (877) 205-7738 and request materials for the Transportation Customer Representative Examiner position. Mention Job Announcement Code: 0603120. **Deadline to return completed application materials is 4:30 pm on Monday, October 9, 2006.** Application/examination materials will be evaluated and the most qualified applicants will be invited to the next step in the selection process.



Wisconsin Department of Transportation

Division of Business Management

Bureau of Human Resource Services
4802 Sheboygan Avenue, Rm 410
P O Box 7915
Madison, WI 53707-7915

Telephone: (608) 266-2615
Facsimile (FAX): (608) 264-9972

September 18, 2006

Subject: TCR Field Examiner
Job Announcement Code: 06-03120

Dear Applicant:

Thank you for your interest in our Transportation Customer Representative (TCR) Field Examiner position located in Rhinelander.

The first step in the selection process will be an evaluation of your training and experience by a panel of experts who are knowledgeable of the requirements for the position. For this evaluation, you will need to complete the attached Achievement History Questionnaire Exam. The questionnaire has been designed to obtain specific, factual information about the aspects of your training and experience that are particularly important to this position.

The evaluation of your qualifications for this position will be based solely on your response to the questionnaire. The evaluation panel will NOT have access to your application or any other materials you may have submitted along with your application. For this reason, it is particularly important to respond as fully as you can to each of the areas identified in the questionnaire. You will want to include as much information as possible about your pertinent training and job experience when responding to the four questions enclosed. This questionnaire is the examination.

After the evaluation of all questionnaires, the most qualified candidates will be invited to participate in the next step of the selection process.

Please complete and return 1) Application for State Employment (form OSER-DMRS-38) included in this packet or (available at <http://oser.state.wi.us/application.asp>); 2) Veterans Preference Supplement (if applicable), available at <http://oser.state.wi.us/docview.asp?docid=1240>; 3 the Instruction Sheet; and 4) the Achievement History Questionnaire and your responses to: Jane Schwoerer; DOT Bureau of Human Resource Services, Room 410; P.O. Box 7915; Madison, WI 53707-7915; fax to (608) 264-9972; or via e-mail to jane.schwoerer@dot.state.wi.us no later than **4:30 p.m., Monday, October 9, 2006**. Late materials will not be accepted if they would delay the scoring process. If you have any questions, please feel free to call me at (608) 266-2974.

Sincerely,

Barb Paltz
Human Resources Specialist-Advanced

Attachments

INSTRUCTION SHEET

ACHIEVEMENT HISTORY QUESTIONNAIRE

The Questionnaire Examination: This questionnaire has been designed to obtain specific, factual information about those aspects of your training and experience that are particularly important to this position. These experiences may include part-time or full-time employment, internships, volunteer activities, or relevant academic course work.

Responses will be evaluated by an impartial panel of two or more job experts knowledgeable in the requirements of this position.

INSTRUCTION TO THE APPLICANTS:

1. Complete the attached questionnaire by describing the most relevant example of past achievements in your response to each question
- 2. DO NOT PROVIDE AN EXISTING RESUME OR TRANSCRIPT IN LIEU OF THE QUESTIONNAIRE.**
3. Answers to each question should be as complete and concise as possible. If information is relevant to another question, rewrite the information. The raters will not refer to previous questions.
4. Answers should be typewritten and double-spaced, one side only. Please limit your response to each question to two pages. Your score will be based on the maximum pages allowed.
5. Your name should appear ONLY on the bottom of this page in the spaces provided.
6. Return the enclosed packet and your responses to: Jane Schwoerer; DOT-Bureau of Human Resource Services, Room 410, P.O. Box 7915, Madison, WI 53707-7915; fax to (608) 264-9972; or e-mail to jane.schwoerer@dot.state.wi.us by **4:30 p.m. Monday, October 9, 2006.**

Late materials will not be accepted if they would delay the scoring process.

PLEASE READ AND SIGN THE FOLLOWING STATEMENT AND RETURN WITH THE APPLICATION MATERIAL

I understand that this questionnaire is a test and that the practice or attempt to practice any deception or fraud will result in my application being withdrawn or removal from the position if I am hired. I certify that all information provided herein is true to the best of my knowledge, that I prepared the responses to this questionnaire without assistance other than typing or reproduction, and that the information can be verified through persons whom I can name as references if requested.

SIGNATURE: _____

(Note: If returning application materials via e-mail, your printed name, below, will suffice in lieu of your signature)

NAME (Print): _____

Date: _____

ADDRESS: _____

SS#: _____

CITY, STATE, ZIP: _____

HOME PHONE: (____) _____

WORK PHONE: (____) _____

ACHIEVEMENT HISTORY QUESTIONNAIRE EXAM

for

**Transportation Customer Representative (TCR) Field Examiner
RHINELANDER AREA**



WISCONSIN DEPARTMENT OF TRANSPORTATION

DIVISION OF MOTOR VEHICLES

September, 2006

JOB ANNOUNCEMENT CODE: 06-03120

Achievement History Questionnaire Exam

Transportation Customer Representative (TCR) Field Examiner – Rhinelander

Question 1 – Interpersonal Skills and Customer Service

This position provides information and assistance to the public regarding requirements and procedures for driver licensing and/or vehicle registration. Contacts with customers are typically cooperative in nature; occasionally contacts may involve hostility when customers feel inconvenienced by requirements and procedures. Excellent oral communications with a strong customer focus are an essential part of this position.

Describe your training and experience working with customers, performing such duties as determining customer needs, answering questions, taking their orders, explaining procedures, etc. and, consulting with others when you are unable to meet a customer's needs. In addition, provide an example of a customer complaint and how you handled it. For each experience identified include the following information:

1. The name of your employer and the dates of your experience(s).
2. Your title, role and level of responsibility.
3. The nature of your communication, e.g., vendors, co-workers, the public, etc.

YOUR RESPONSE SHOULD BE TYPEWRITTEN AND DOUBLE-SPACED, ONE SIDE ONLY. A maximum of two pages (per question) will be allowed. Your score will only be based on the maximum pages allowed.

Achievement History Questionnaire Exam

Transportation Customer Representative (TCR) Field Examiner – Rhinelander

Question #2 – Cash Handling

Describe your training and experience working in an environment where you were responsible for performing cash transactions and handling large sums of money. In your response specifically address:

1. Your employer(s) and the dates(s) of employment.
2. Your title, position, and responsibilities.
3. Your specific duties in each of the following distinct areas: handling money, determining and computing fees, making change, issuing receipts, resolving errors in fee computations, reconciling transactions.
4. The amount of money you handled on a daily basis.
5. The types of tools provided to complete the transactions, such as: cash register, calculators, ten-key adding machines, POS terminal (Point of Sale terminal used for swiping credit cards), computer terminals, etc.
6. Steps you took to ensure you were accurately balancing the cash flow and what steps you took if you did not balance at the end of the day.

YOUR RESPONSE SHOULD BE TYPEWRITTEN AND DOUBLE-SPACED, ONE SIDE ONLY. A maximum of two pages (per question) will be allowed. Your score will only be based on the maximum pages allowed.

Achievement History Questionnaire

Transportation Customer Representative (TCR) Field Examiner – Rhinelander

Question 3 – Reading Comprehension

In performing the functions of this position you will be required to read, interpret and explain Wisconsin Statutes, rules and procedures regarding motor vehicle laws and administrative rules. These can be complicated and are technical in nature.

Describe your experience in reading and interpreting laws, regulations, policies, procedures, or other documents. In your answer include the following:

1. The name of your employer and dates of your experience. If the experience was with a committee or group, explain the circumstances.
2. Your title, role and level of responsibility.
3. The type and complexity of information you interpreted.
4. Who the information was interpreted for and the purpose (explanation, clarification, etc.)
5. The consequence if the material was misinterpreted.

YOUR RESPONSE SHOULD BE TYPEWRITTEN AND DOUBLE-SPACED, ONE SIDE ONLY. A maximum of two pages (per question) will be allowed. Your score will only be based on the maximum pages allowed.

Achievement History Questionnaire Exam

Transportation Customer Representative (TCR) Field Examiner – Rhinelander

Question 4 – Safe Driving Practice

One of the significant duties of this position is the function of conducting driver skill tests for the public. It is important that the vehicle used in the examination is in safe operating condition. While you will be trained in the performance of the tasks, knowledge of rules of the road, safe driving practices and operation of a vehicle, are essential to the performance of these functions.

Describe your experience as it relates to the above functions. Include in your answer:

1. Work experience that included driving a vehicle, instructing drivers in the operation of a vehicle, or inspection of vehicles for safety purposes.
2. Training in safe driving practices or the rules of driving on the road.
3. The name of your employer and dates of your experience or training.

YOUR RESPONSE SHOULD BE TYPEWRITTEN AND DOUBLE-SPACED, ONE SIDE ONLY. A maximum of two pages (per question) will be allowed. Your score will only be based on the maximum pages allowed.

End of Achievement History Questionnaire Exam

STATE APPLICATION INSTRUCTIONS

Search employment opportunities on-line at <http://WiscJobs.state.wi.us>

General Instructions

- These instructions are for use in completing the *Application for State Employment*, form OSER-DMRS-38.
- Applications will be accepted only for vacancies announced online at <http://WiscJobs.state.wi.us>, in the Current Opportunities Bulletin, or the Continuous Recruitment Bulletin.
- **Read the announcement carefully and submit application materials to the address listed in the announcement or special application materials.**
- You **must** provide the following: **job announcement code, mother's maiden name, last name, first name, mailing address, city, state, zip, type of employment, county(ies) where you will work, and your signature in the Certification Statement section.**
- You must ensure that the completed, signed *Application* is received on or before the announced deadline date, at the specified location. **OSER is not responsible for late, lost, misdirected or damaged mail.**
- You may take clean photocopies of the *Application*, printed **front and back on one sheet of paper**, and submit that as the official application.
- As a veteran with an honorable discharge or a spouse of a veteran, you may be eligible to receive additional points on your civil service scores. Current state employees are not eligible for veterans points. Please view the Veterans Preference Supplement form OSER-MRS-38L, found on-line at <http://OSER.state.wi.us> under "Jobs" at Application Forms & Selected Exam Materials.
- Qualified disabled persons may be eligible for consideration in the interview process. Please complete the Disabled Expanded Certification form OSER-MRS-159, found on-line at <http://OSER.state.wi.us> under "Jobs," at Application Forms & Selected Exam Materials.
- Questions should be directed to the contact in the job announcement or the Office of State Employment Relations, Employment Services Center can be contacted by telephone (608) 266-1731, or e-mail ESC@OSER.state.wi.us.

Step-by-Step Instructions

1. **CIVIL SERVICE JOB TITLE**
Complete an Application for each job you apply for unless the job titles were announced together in the same single announcement. Enter the job title as it appears in the announcement.
2. **JOB ANNOUNCEMENT CODE(S)**
Job Announcement Code(s) are listed in the heading of the job announcement. **An accurate Job Announcement Code is required to process your application.**
3. **SCORE REUSE**
Applicants interested in score reuse should do so by the "reuse period" indicated on their Examination Results Notice. This can be completed on-line by creating an account on <http://WiscJobs.state.wi.us> or check the score reuse box in the upper right hand corner of this application and submit to the Office of State Employment Relations, P.O. Box 7855, Madison, WI 53707-7855. Refer to <http://WiscJobs.state.wi.us> or the contact listed in the job announcement for more information.
4. **SOCIAL SECURITY NUMBER**
This information is required in order to process your application. Your social security number will help to ensure the accuracy of your application. Current state employees: Some information may be verified with state employment records to be sure your most current data is available with your application.
5. **MOTHER'S MAIDEN NAME**
This information is required in order to process your application. Enter your mother's maiden name or another name or word that will serve as an additional identifier to make your applicant record unique.
6. **CONTACT INFORMATION**
You must provide your last name, first name, and complete mailing address for us to process your application. Notify us in writing of any changes to your address. Please print your contact information clearly.

State Application Instructions - page 2 of 4

7. LEGALLY AUTHORIZED TO WORK IN THE U.S.

Check YES only if you are one of the following: (1) a citizen or national of the United States, (2) a lawful permanent resident, or (3) an alien authorized to work in the United States.

8. WISCONSIN RESIDENCY

Indicate whether you are a permanent resident of the State of Wisconsin. Wisconsin residency is required only for Limited Term and Project positions.

9. EXAM CITY

Listed below are fourteen cities that host exam centers. If the job for which you are applying requires taking an exam at an exam center (see job announcement for examination requirements), choose only **one** of the locations listed below where you will take that exam. Transfer the code for that city to the *Application*.

<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>	<u>Code</u>	<u>City</u>
AD	Ashland	KE	Kenosha	PL	Platteville	WA	Wausau
EC	Eau Claire	LX	La Crosse	RH	Rhineland	WR	Wisconsin Rapids
FD	Fond du Lac	MD	Madison	RL	Rice Lake		
GB	Green Bay	MW	Milwaukee	SU	Superior	OT	Military (see below)

Active Duty Military

Please enter OT in section 9 of the *Application* and provide the requested information on page 2 of the *Application*.

Gender and Race/Ethnicity Information

Gender and race/ethnicity information is used for equal employment opportunity/affirmative action (EEO/AA) purposes only. This information is confidential and is retained by state human resources professionals. If you do provide this information, you may be eligible for further consideration of job opportunities through the State of Wisconsin EEO/AA Plan.

10. GENDER

Check only one box.

11. RACE/ETHNICITY - Check only one box using the following definitions:

Black--Not of Hispanic origin: All persons having origins in any of the black racial groups of Africa.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.

American Indian or Alaska Native: Persons descending from any of the original peoples of North America who possess ¼ degree of documented tribal descendancy or are enrolled with a federally or state recognized tribe, or are recognized by a federally or state recognized tribe as American Indians for state affirmative action purposes.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

White--Not of Hispanic origin: All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

12. BIRTH DATE

Use numbers giving the month/day/year you were born (MM/DD/YYYY). This information is used for administrative purposes only and is not required.

13. EDUCATIONAL LEVEL

Check only one box in the *Application*. Indicate your single highest level of education.

14. WORK PREFERENCES: HOURS AND SHIFTS

You must include the type of employment you will accept in order for us to process your application.

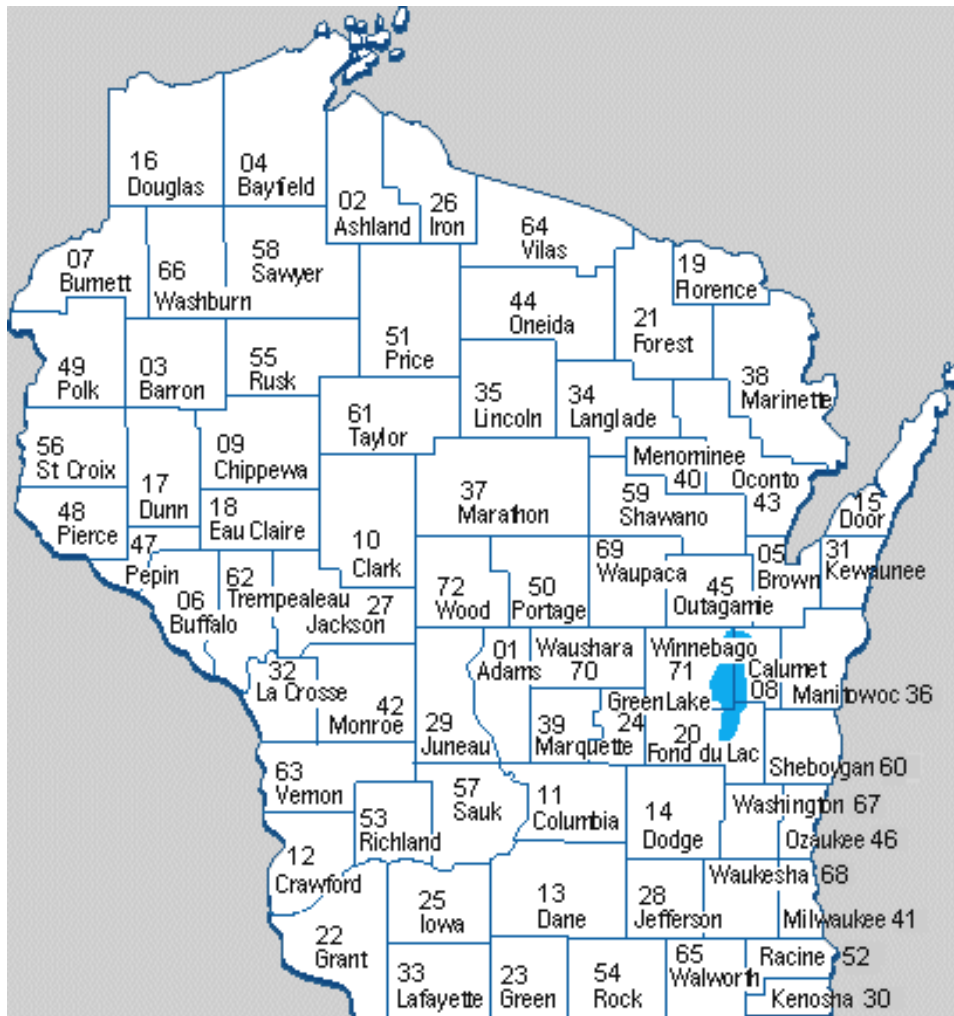
Check all types of work that you will accept.

15. WHERE WOULD YOU LIKE TO WORK

Select the desired code(s) below for the county or counties where you will accept work and transfer that two-digit number to section 15 in the *Application*. See map below. **We will consider you only for jobs in the locations where you tell us you will work. You must enter at least one code for us to process your application.**

<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>	<u>Code</u> <u>County</u>
01 - Adams	16 - Douglas	31 - Kewaunee	46 - Ozaukee	61 - Taylor
02 - Ashland	17 - Dunn	32 - La Crosse	47 - Pepin	62 - Trempealeau
03 - Barron	18 - Eau Claire	33 - Lafayette	48 - Pierce	63 - Vernon
04 - Bayfield	19 - Florence	34 - Langlade	49 - Polk	64 - Vilas
05 - Brown	20 - Fond du Lac	35 - Lincoln	50 - Portage	65 - Walworth
06 - Buffalo	21 - Forest	36 - Manitowoc	51 - Price	66 - Washburn
07 - Burnett	22 - Grant	37 - Marathon	52 - Racine	67 - Washington
08 - Calumet	23 - Green	38 - Marinette	53 - Richland	68 - Waukesha
09 - Chippewa	24 - Green Lake	39 - Marquette	54 - Rock	69 - Waupaca
10 - Clark	25 - Iowa	40 - Menominee	55 - Rusk	70 - Waushara
11 - Columbia	26 - Iron	41 - Milwaukee	56 - Saint Croix	71 - Winnebago
12 - Crawford	27 - Jackson	42 - Monroe	57 - Sauk	72 - Wood
13 - Dane	28 - Jefferson	43 - Oconto	58 - Sawyer	
14 - Dodge	29 - Juneau	44 - Oneida	59 - Shawano	
15 - Door	30 - Kenosha	45 - Outagamie	60 - Sheboygan	

99 - All Counties



Cities with population of more than 100,000:

- Madison (state capital) is in Dane County, code 13
- Milwaukee (largest city) is in Milwaukee County, code 41
- Green Bay is in Brown County, code 05

State Application Instructions - page 4 of 4

16. HOW DID YOU FIND OUT ABOUT THIS JOB?

Please identify the source(s) of information that led you to apply for this vacancy.

- 16(K) **Wisconsin Colleges/Universities:** If applicable, use the codes below to identify the Wisconsin College or University where you learned about this job opportunity. Enter a code from the list below in section 16(K) of the *Application* form.

<u>Code</u>	<u>College/University</u>	<u>Code</u>	<u>College/University</u>	<u>Code</u>	<u>College/University</u>
01 -	Alverno College	22 -	Moraine Park Technical	43 -	UW-Marinette
02 -	Beloit College	23 -	Mount Mary College	44 -	UW-Marshfield/Wood County
03 -	Blackhawk Technical	24 -	Mount Senario College	45 -	UW-Milwaukee
04 -	Cardinal Stritch University	25 -	Nicolet Area Technical	46 -	UW-Oshkosh
05 -	Carroll College	26 -	North Central Technical	47 -	UW-Parkside
06 -	Carthage College	27 -	Northeast Wisconsin Technical	48 -	UW-Platteville
07 -	Chippewa Valley Technical	28 -	Northland College	49 -	UW-Richland
08 -	Concordia University	29 -	Ripon College	50 -	UW-River Falls
09 -	Edgewood College	30 -	Silver Lake College	51 -	UW-Rock County
10 -	Fox Valley Technical	31 -	Southwest Wisconsin Technical	52 -	UW-Sheboygan
11 -	Gateway Technical	32 -	St. Norbert College	53 -	UW-Stevens Point
12 -	Lakeland College	33 -	UW-Baraboo/Sauk County	54 -	UW-Stout
13 -	Lakeshore Technical	34 -	UW-Barron County	55 -	UW-Superior
14 -	Lawrence University	35 -	UW-Eau Claire	56 -	UW-Washington County
15 -	Madison Area Technical	36 -	UW-Fond du Lac	57 -	UW-Waukesha
16 -	Marian College	37 -	UW-Fox Valley	58 -	UW-Whitewater
17 -	Marquette University	38 -	UW-Green Bay	59 -	Viterbo College
18 -	Mid-State Technical	39 -	UW-La Crosse	60 -	Waukesha County Technical
19 -	Milwaukee Area Technical	40 -	UW-Madison	61 -	Western Wisconsin Technical
20 -	Milwaukee Institute of Art & Design	41 -	UW-Manitowoc	62 -	Wisconsin Indianhead Technical
21 -	Milwaukee School of Engineering	42 -	UW-Marathon County	63 -	Wisconsin Lutheran College

- 16(L) **Newspapers:** If applicable, use the codes below to identify the newspaper where you learned about this opportunity. Enter a code from the list below in section 16(L) of the *Application* form.

<u>Code</u>	<u>Newspaper</u>	<u>Code</u>	<u>Newspaper</u>	<u>Code</u>	<u>Newspaper</u>
01 -	Appleton Post-Crescent	14 -	La Crosse Tribune	27 -	Stevens Point Journal
02 -	Ashland Daily Press	15 -	Madison Capital Times	28 -	UMOJA
03 -	Beaver Dam Daily Citizen	16 -	Madison Times	29 -	Watertown Daily Times
04 -	Beloit Daily News	17 -	Madison Wisconsin State Journal	30 -	West Bend Daily News
05 -	Campus Newspaper	18 -	Manitowoc Herald Times Reporter	31 -	Wisconsin Rapids Daily Tribune
06 -	Chippewa Falls Herald	19 -	Marshfield News Herald		
07 -	Eau Claire Leader-Telegram	20 -	Milwaukee Journal Sentinel		<u>Out-of-State Newspapers</u>
08 -	Employment Times	21 -	Milwaukee Times	32 -	Chicago Sun-Times
09 -	Fond du Lac Reporter	22 -	Now Hiring	33 -	Chicago Tribune
10 -	Green Bay News Chronicle	23 -	Oshkosh Northwestern	34 -	Minneapolis Star-Tribune
11 -	Green Bay Press Gazette	24 -	Racine Journal Times	35 -	Rockford Register Star
12 -	Janesville Gazette	25 -	Shawano Leader	36 -	St. Paul Pioneer Press
13 -	Kenosha News	26 -	Sheboygan Press	37 -	Wall Street Journal

17. REFERRAL PERMISSION

Check yes to give us permission to refer your name to other public employers such as state agencies, universities, and city and county governments. Your response will not affect your eligibility for state employment.

State of Wisconsin - Office of State Employment Relations
APPLICATION FOR STATE EMPLOYMENT

* Required items

1. **Civil Service Job Title** as it appears in the announcement: _____

2. ***Job Announcement Code(s)** of the position(s) for which you are applying:

3. **Score Reuse:**

Job Code #1: _____ - _____ Job Code #2: _____ - _____ Job Code #3: _____ - _____

☐

4. ***Social Security Number:** _____

5. ***Mother's Maiden Name:** _____

6. **Contact Information:**

*Last Name:		*First Name:		M.I.:
*Mailing Address:				
*City:	*State:	*Zip:	Country:	
Day Phone:		E-Mail Address:		
Evening Phone:		Other Number:		

7. **I am currently legally authorized to work in the United States.** ☐ Yes ☐ No 8. **I am a Wisconsin resident.** ☐ Yes ☐ No

9. **Exam City Code:** _____ (Complete this if you are taking an exam at an exam center; see page 2 of the instructions for the codes.)

Gender and race information are used for equal employment opportunity/affirmative action purposes only.

10. **Gender:**

☐ Female ☐ Male

11. **Race/Ethnicity:**

(Check only one)

- | | |
|--|--|
| <input type="checkbox"/> 1 Black (Not Hispanic) | <input type="checkbox"/> 3 American Indian/Alaska Native |
| <input type="checkbox"/> 2 Asian or Pacific Islander | <input type="checkbox"/> 4 Hispanic |
| <input type="checkbox"/> 5 White (Not Hispanic) | |

12. **Birth Date:**

Birth date information is used for administrative purposes only. Use numbers, e.g., 02/09/1971 (MM/DD/YYYY)

____ / ____ / ____

13. **Educational Level:** Check highest level completed.

- | | |
|--|--|
| <input type="checkbox"/> 01 Did not complete high school/GED | <input type="checkbox"/> 06 Two-year associate degree |
| <input type="checkbox"/> 02 Completed GED/HSED | <input type="checkbox"/> 07 Bachelor's degree |
| <input type="checkbox"/> 03 Graduated from high school | <input type="checkbox"/> 08 Some graduate degree courses |
| <input type="checkbox"/> 04 Some college, no degree | <input type="checkbox"/> 09 Graduate college degree |
| <input type="checkbox"/> 05 One-year vocational diploma | |

14. ***What are your work preferences** for the position for which you are applying? Check all that you will accept.

- | | |
|--|--|
| <input type="checkbox"/> FT Full-time (40 hours/week) | <input type="checkbox"/> PT Part-time (less than 40 hrs/wk) |
| <input type="checkbox"/> EH Evening 2 nd shift (3 to 11 pm or similar) | <input type="checkbox"/> NT Evening 3 rd shift (11 pm to 7 am or similar hours) |
| <input type="checkbox"/> SE Seasonal (minimum of 600 hours per year but less than 1,828 hours per year.) | |

15. ***Where would you like to work?** Enter counties where you will accept employment.

Note: We will consider you only for jobs in the locations where you tell us you will work. You must identify at least one county for us to process your application. Enter 2-digit County Code(s) below using the list provided on page 3 of the instructions.

County Code(s): ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____

APPLICATION FOR STATE EMPLOYMENT - Page 2

16. **How did you hear about this job?** Check all that apply.

<input type="checkbox"/> A Internet: <i>Select below.</i>	<input type="checkbox"/> M Current State Employee
<input type="checkbox"/> B http://WiscJobs.state.wi.us	<input type="checkbox"/> N Radio Ad
<input type="checkbox"/> C www.wisconsin.gov	<input type="checkbox"/> O Television Ad
<input type="checkbox"/> D DWD/JOBNET	<input type="checkbox"/> P Job Fair
<input type="checkbox"/> E other career sites	<input type="checkbox"/> Q State Workshop
<input type="checkbox"/> F state agency web site	<input type="checkbox"/> R Library
<input type="checkbox"/> G Office of State Employment Relations	<input type="checkbox"/> S W-2/SEO Services
<input type="checkbox"/> H Job Service/Job Center	<input type="checkbox"/> T Direct Mail
<input type="checkbox"/> I Another State Agency	<input type="checkbox"/> U Current Opportunities Bulletin
<input type="checkbox"/> J Community Organization	<input type="checkbox"/> V Other
<input type="checkbox"/> K Wisconsin College/University: Enter College/University code here:_____ See list of codes on page 4 of the instructions.	
<input type="checkbox"/> L Newspaper: Enter Newspaper code here:_____ See list of codes on page 4 of the instructions.	

17. **Referral Permission:** State agencies and universities may search our database for applicants with specific skills or experiences. Do you wish to have your application available to other state agencies, universities, and city and county governments?

☐ Yes ☐ No

Active Duty Military: We will test active duty military members stationed out of state who are unable to test at our regularly scheduled exam centers. We will test only at approved U.S. military installations and only if the exam is administered by a Test Control Officer or equivalent person. Please provide the following information for the person who has agreed to administer the exam. A fee may be charged for this service.

Exam Administrator: Last Name:_____ First Name:_____ M.I.:_____

Title:_____ Agency:_____

Complete Mailing Address:_____

City:_____ State:_____ Zip:_____ Phone:_____

Certification Statement

I certify that the information I have provided in this application is true to the best of my knowledge and I understand that I may be required to verify the information before being appointed. I understand that any false, misleading, or missing information may disqualify me from employment consideration.

☐ I agree. ☐ I disagree. ***Signature:**_____ **Date:**____/____/____